



**21<sup>ST</sup> CENTURY PROJECT**  
**STEERING COMMITTEE CHARTER**

**October 23, 2009**

**V 3.4**

REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
3.4	October 23, 2009	TFC-PMO	BTC and CSC charter-related changes
3.3	April 15, 2009	TFC-PMO	Final
	March 23, 2009	TFC-PMO	Project Restart

APPROVALS	
NAME / ROLE	DATE
TFC Steering Committee	

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## 1 Purpose

This charter establishes the Steering Committee for the 21<sup>st</sup> Century Project (TFC Project) and describes its objectives, functions, membership, and sessions. The Steering Committee is a component of the TFC Governance Plan, which further describes the inter-relationship of the three governance bodies and the Project's decision-making and escalation processes.

## 2 Authority

The Committee is chartered by the State Controller.

## 3 Mission

The Committee is the top-level decision-making body for the TFC Project.

## 4 Objective

The Committee is responsible for leveraging the positive impact of MyCalPAYS across the State of California enterprise, in the domain of Human Resources and Payroll management. Its members serve as TFC Project champions by proactively promoting, supporting, and advocating the Project's goals, objectives, and benefits within state government. The Committee also provides a stabilizing influence so TFC Project objectives are maintained with a visionary view.

## 5 Functions

The Committee ensures business objectives are achieved, that an effective structure exists to consider the interests of stakeholders, that the state/vendor relationship is optimized, and that the TFC Project remains under control. These responsibilities are carried out by performing the following functions:

- Monitoring and review of the Project health at regular Committee meetings
- Reviewing reports on the impact of business process changes on the State Controller's Office (SCO) and other state organizations
- Controlling scope as emergent issues force changes to be considered, and if necessary, approves budget or schedule changes to the original Project funding, applying the Guiding Principles found in the TFC Project Charter
- Confirming that strategies to address major risks have been identified, budgeted and executed
- Resolving issues escalated from lower level committees and TFC Project Leadership, and
- Providing assistance when required

The Committee Chairperson will communicate, from an executive perspective, the TFC Project's progress to those responsible at a high level, such as the Governor, legislators, cabinet members, elected officials, and agency secretaries.

## 6 Membership

### 6.1 Voting members

Voting members include:

- State Controller (Chairperson)
- Chief Administrative Officer, State Controller's Office – Project Sponsor
- State Chief Information Officer, Office of the Chief Information Officer
- Director, Department of Finance
- Director, Department of Personnel Administration
- Executive Officer, State Personnel Board
- Director, Department of General Services

In addition, the SCO Chief PPSP, TFC Project Director, and TFC Project Manager serve as non-voting members of the Committee. Others may be invited to attend to provide specific expertise.

### 6.2 Designees

A voting member may appoint a permanent designee who has authority to make commitments and decisions on behalf of the member.

## 7 Sessions

### 7.1 Meeting Quorum

The minimum number of three voting members or their designee, which must include one SCO member, must be present at the meeting in person or by teleconference before business can be transacted.

### 7.2 Schedule

Monthly meetings will be scheduled, as well as special meetings that will be linked to the completion of key milestone dates (including the end of a phase). In addition, meetings may be scheduled on an ad hoc basis if necessary to resolve a critical issue, rule on a change request, or inform the Committee of a special circumstance.

### 7.3 Agenda

The SCO Chairperson or designee chairs the meetings, encouraging all members to provide input throughout the meeting to ensure that any decisions or recommendations are adequately resolved by the members. A typical agenda would include some or all of the following topics:

- Confirm minutes from previous meeting;
- Review the status of action items from previous meetings;
- Report progress since the last meeting

- Review and discuss proposed change requests meeting cost or schedule thresholds as defined in the TFC Governance Plan
- Resolve escalated issues
- Review high priority risks and risk response plans
- Discuss other documents to be considered (if any), and
- Confirm the date, time and venue for next meeting

The meeting agenda, status briefing, risk report, and any issues or change requests to be decided during the meeting will be distributed at least three business days in advance of the meeting.

#### **7.4 Decision Process**

Decisions are by majority vote of members present. The State Controller reserves the right to assert final authority over any decision that would diminish or interfere with the constitutional duties of the State Controller.

#### **7.5 Committee Support**

The PMO will schedule meetings, distribute materials, record and follow up on action items, and serve as scribe for the meeting. Minutes will be distributed to Committee members and all other attendees within one week of the meeting.

### **8 Termination**

The Committee will remain in existence until disbanded by the State Controller.

## Appendix A - Membership Commitment

We each commit to participate as a member of the Steering Committee, as defined in this Charter. Together we will make our best effort to ensure a successful implementation of MyCalPAYS.

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State Controller	Date
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Chief Administrative Officer, State Controller's Office Project Sponsor	Date
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State Chief Information Officer, Office of the Chief Information Officer	Date
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Director, Department of Finance	Date
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Director, Department of Personnel Administration	Date
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Executive Officer, State Personnel Board	Date
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Director, Department of General Services	Date
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